**COMPUTER APPS CLASS – Mrs. Garton**

**WEEKLY BLOGGING ASSIGNMENTS FOR THE REST OF THE QUARTER**

**Mondays:**

* Answer any questions on your first blog post (themed blog).
* Write your next blog post on your themed blog.

**Wednesdays:**

* Comment on your person’s blog post for that week. (Check the commenting schedule to see whose blog post you must read.)

**TO GET THE FULL 10 POINTS EACH WEEK FOR YOUR BLOG/COMMENT:**

Blog posts should:

* Follow rules for good blog posts
* Have a picture, link to a web site, or video
* Add your thoughts; don’t just copy from a web site
* Be thorough/accurate/ good to read
* Show that you proofread for spelling, punctuation, sentence structure, caps

Comments should:

* Show you read the post by referring to something that was said
* Offer your own experience, thoughts, ideas, even if different
* Try to get a conversation going by asking a question
* Add a link, picture, etc. (extra / optional)

AT THE END OF THE CLASS, YOU WILL GET ANOTHER GRADE BASED ON THE COMPLEXITY AND QUALITY OF YOUR BLOG AND HOW YOU HAVE DEVELOPED IT OVER THE NEXT 5 WEEKS. If you can get your audience to participate or add extra posts, links, videos, pictures, that will help your grade.

**Thursday (Dec 6)**

TEST ON CREATING/FORMATTING TABLES IN WORD:

* Make sure you can do the following:
  1. Shade cells
  2. Split & merge cells
  3. Change horizontal & vertical alignment to centered
  4. Change column width and row height
  5. Add a row or column
  6. Delete a row or column; delete contents only
  7. Put data in alphabetical or numerical order
  8. Put first and last names in alphabetical order when there are 2 similar last names